

SENIOR REAL ESTATE FINANCE SPECIALIST

Class Definition

Under supervision, performs specialized work processing real estate loan packages for rehabilitation and development projects; may provide functional and technical lead direction for other staff.

Distinguishing Characteristics

Senior Real Estate Finance Specialist is the advanced working/lead level class in the Real Estate Finance Specialist series. Work involves the more complex financing issues which require the application of independent judgment to situations where standard procedures may not apply, and which may require giving lead direction to other staff engaged in the performance of similar duties. This class is distinguished from Real Estate Finance Specialist II in that the latter is the journey level class in which incumbents perform duties in accordance with established procedures and do not have responsibility for providing lead direction to others.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class).

Interviews and assists applicants in completing forms for housing and commercial building rehabilitation and development loans.

Reviews applications and gathers documentation to verify applicant eligibility for loan programs; investigates conflicting information.

Evaluates applicant's ability to repay; determines which loan programs and funding sources are best suited to individual cases.

Packages information with recommendations for supervisory review and submission to loan committee for disposition; recommends action to be taken in regard to loan servicing, including foreclosures.

Prepares forms and documents for settlement of approved loans; obtains signatures, performs computations, issues instructions to title companies, loan servicing organization, and fiscal agents; processes miscellaneous changes during life of loan.

Disseminates program information; may make oral presentations to individuals or groups.

Counsels delinquent borrowers and mediates disputes with loan collection agents.

Obtains and evaluates property appraisals and title reports.

Provides lead direction to assigned staff, ensuring that work is handled on a priority basis and completed in a timely manner.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of real estate loan practices and procedures for processing residential and commercial property loans.

Ability to evaluate personal and financial data of applicants.

Ability to determine potential feasibility of complex real estate financing projects.

Ability to assemble documents and forms into loan packages.

Ability to prepare clear, concise, and comprehensive records, reports, correspondence, and other written materials, including making accurate arithmetical computations.

Ability to make clear and persuasive oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Ability to organize, assign, and review the work of subordinates.

Minimum Qualifications

Twenty-four semester units of accredited college or university course work in Real Estate or Finance, or related field; and three years of experience directly related to loan processing, property rehabilitation, escrow procedures, financial accounting, real estate transactions, or other related fields. Additional qualifying experience may be substituted for the required education on the basis of twelve semester units equals one year of experience.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

Bilingual abilities, as may be required to meet community needs.

APPROVED: _____
Director of Administrative Services

DATE: _____